

TRADITIONAL GUARD POSITION VACANCY ANNOUNCEMENT
194th REGIONAL SUPPORT WING
Camp Murray, Washington.
TG ANNOUNCEMENT #10-018

WASHINGTON AIR NATIONAL GUARD 109 Engineer Drive, Camp Murray, WA 98430	OPENING DATE: 25 JAN 2010	CLOSING DATE: UNTIL FILLED	POSITION # 072060334
POSITION TITLE, GRADE, AFSC: Paralegal Craftsman, TSgt, 5J071			
MINIMUM REQUIREMENTS FOR CONSIDERATION: Must possess a 5-level in another AFSC; typing ability of over 25 WPM; no history of Non-judicial punishment actions.			
SPECIALIZED EXPERIENCE: Any previous legal experience would be preferable but not required.			
OTHER REQUIREMENTS: Attend the 6-week 3-level course within one year of acceptance in program (Maxwell AFB, Alabama) Attend 3-day conference every other year in June (Colorado ... changing to Georgia) Attend the 6-week 7-level course (Maxwell AFB, Alabama) Attend 2-week Reserve Paralegal Training every four years (Maxwell AFB, Alabama) Work 2 weeks at an active duty legal office every four years (Any active base)			
AREA OF CONSIDERATION: All members of the Washington Air National Guard with a 5-level and those eligible to enlist with a prior 5-level in previous service.			
WORKING CONDITIONS: High-paced office environment dealing with confidential client information.			
SUMMARY OF DUTIES: Interviews clients and determines eligibility for legal assistance. Under attorney's supervision, consults with personnel regarding legal assistance, and obtains facts, background information, and data to determine appropriate assistance or referral to other agencies. Under attorney's supervision, prepares standard or specially drawn documents such as powers of attorney, wills, affidavits, promissory notes, and bills of sale. Prepares periodic statistical reports on legal activities. Searches files and legal references for precedents and opinions, and extracts requested material. Processes correspondence and maintains suspense files. Performs research into decisions, publications, statutes, and related sources on legal questions. Prepares briefs, drafts, and outlines covering specific material for use by an attorney. Examines preliminary evidence for sufficiency of facts; jurisdiction over offense and offender. Interprets and researches legal issues relating to international and domestic law, policy, or regulation and their application in the expeditionary environment. Assists judge advocates to resolve legal issues involving the Law of Armed Conflict (LOAC), Standing Rules of Engagement (SROE), and international agreements. Assists clients to maximize and sustain their legal readiness before, during, and after an operation.			
INSTRUCTIONS TO APPLICANTS			
E-MAIL RESUME AND BIOGRAPHY TO:		OR SEND TO:	
greg.topping@wataco.ang.af.mil		194 RSW/JA Attn: TSgt Greg Topping 109 Engineer Drive Camp Murray WA 98430	

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.